

AGENDA CBS Bureau Communications/Scheduling Monthly Meeting

9/21/2005
1:30 to 3:30PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

Agenda Topics – Meeting will focus on topics in bold text

1. CBS Master Communication/Scheduling Plan
 - a. Draft CBS Master Scheduling Plan (Attachment 1.a)
 - i. 2005 Initiatives
 - ii. Continuing Projects
 - iii. DoC “Reported” Plans to Migrate to COE (Attachment 1.a.iii)
 - iv. Prioritized Projects for 2006 (Attachment 1.a.iv)
 - v. Systalex Rough LOE for 2006 Priorities (Attachment 1.a.v)
 - vi. Bureau Maintenance/Project Implementation Schedule (Bureaus should discuss/provide Implementation Plans)
 - b. Bureau Production Version (See Attachment 1.b)
2. AR Status and Process
 - A. CSC Status of ARs, Maintenance, Major Projects
 - a. Status of Projects (Attachment 2.A.a)
 - b. Processing Status of Current Level 1 ARs
 - c. Number of ARs Delivered in August (Attachment 2.A.c)
 - d. Bureaus plans to implement commitment accounting?
 - a. Each Bureau report on effort to close old ARs that are no longer a problem
 - b. Implementation of approach for closing ARs over 2 years old that are not “recertified” by the Bureaus – All Bureau and the CSC Responded – Report on Results next month
 - c. Standard Maintenance Documentation on ARs Prioritized by Each Bureau
 - B. CSC Standard Maintenance Process (Level 2 ARs)

C. CSC Level 1 AR Process	a. Implementation of Level 1 AR Request form - Feedback Requested from Bureaus b. Daily help desk report for MM-DD-YY~ Revised format so that the data is now displayed properly.	
D. TAC Process	General Discussion if needed	
3. Bureau Status	Major Initiatives, User Feed-back, Concerns, Plans	
4. Issues Previously Raised by Bureaus	General Discussion if needed	
5. General Discussion	General Discussion	
RECENT AND UPCOMING EVENTS:	Date	Event
		Jim Taylor's last day at DoC is Oct 14, 2005
	10/13/2005	Monthly CBS Manager's Meeting
	10/17/2005	CBS Executive Board Meeting
Notes:	CRS Change that will need to be implemented for the Oct 15 data refresh is going to be released. This enhancement will provide the format in excel format for the Bureaus to provide data similar to the PPA data currently provided to the Office of Budget, Financial Plans and Reports	
	Question asked in July - Is anyone using AP Productivity? – EDA Responded that they used and liked the reports. This information was forward to Tom Lambird as this is a DW Application. The CSC continues to support the application. . See Attachment 6, AP Productivity Screen Prints.	
New Action Items:		

Current Action Items		
Description	Responsibility	Target Date
Action Items from Nov 9 meeting		
1. Organize subcommittee for level 2 AR's	Bureaus/CSC	TBD
2. Communication Plan	CSC/Bureaus	TBD
3. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
Action Items from Dec 8 meeting		
4. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	Closed -E-mail Copy –Was implemented Closed - Track/maintain and provide explanations – To be accomplished with Oct Maintenance Agenda